

Class Title: Accountant 3
Class Code: 075243

Examination Method

Minimum Qualifications Evaluation: Employment applications for Accountant 3 will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the test if they wish to be considered for currently posted position vacancies.**

Written Test: To be eligible for employment consideration, qualified applicants must attain a passing score on the written test for Accountant 3. The test takes approximately three (3) to four (4) hours to complete.

Test Content Summary

The written test for Accountant 3 has been designed to assess the general knowledge, skills, and abilities required to successfully perform duties associated with this job. The test consists of 70 multiple choice questions organized into two test sections described below.

Accounting Fundamentals - These questions assess knowledge of fundamental accounting concepts and the ability to apply these concepts in order to solve practical problems. (57 questions)

Auditing - These questions assess knowledge of fundamental auditing concepts and the ability to apply these concepts in order to solve practical problems. (14 questions)

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).